PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE CORRESPONDENCE
120 PARK AVENUE, NEW YORK, N.Y. 10017

TO: Distribution DATE: May 13, 1997

FROM: William F. Lynch III

SUBJECT: **Notice of Disposal Suspension Regarding Certain Records**

Philip Morris Companies Inc. and Philip Morris Incorporated recently received a request for the records described in Attachment A to this notice. Those records (some or all of which already may have been placed under disposal suspension in connection with previous requests) are hereby placed under disposal suspension in connection with the most recent request.

The request includes all forms of records, including paper documents, computer-based electronic records (including computer disks and tapes), microfilm, video and audio recordings, and every other memorialization of information and other material related to the specified subjects.

The records must not be disposed of or altered in any way, except as set forth below regarding electronic records. Paper records should be maintained in their current form and arrangement. If they are no longer needed for normal business purposes, however, they may be boxed and placed in storage (properly identified and labeled as disposal suspended material). Electronic records that are the subjects of previously issued disposal suspension notices dated April 6, 1994, April 21, 1994, May 4, 1994 and July 28, 1994 must be preserved in electronic form. All other electronic records (including e-mail) should be retained by printing and retaining a paper copy only. Please note, however, that any electronic records subject to disposal suspension that are incapable of being printed must continue to be maintained in electronic form.

Please be advised that any failure to adhere to these requirements could subject you to discipline by the Company, as well as possible civil and/or criminal penalties.

Code: 1997-004-007-L

Source: https://www.industrydocuments.ucsf.edu/docs/jfnk0001

If you have any questions regarding this notice, please call me in New York (ext. 4019).

WFL/sas
Attachment

Distribution:

Philip Morris Incorporated (PMUSA) - R&D - Richmond
Marian DeBardeleben - Richmond R&D
Ralph Kaiser - Richmond
Ted Sanders - Neuchatel

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